

**Phoenix Program**  
**Process Definition – LABOR DISTRIBUTION**

Process	<b><i>Chartfield Validation Report</i></b>
Process Number	<b><i>LD – 016</i></b>

***Description of Process***

Batch production of LDS8010X report (SAR 577), which provide a list of Chartfield Errors (if present) during the Release Process.

***Input to Process***

Detail records from Pay Check \_ Pay Receive table.

***Output of Process***

LDS8010X report printed and retained in INFOPAC.

***Service Level Agreement Required? (if yes, provide a brief description)***

None.

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Allows selection of reports in LDS8010X Report.	Labor Release.

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1:</u></b> LDS8010X report requested based upon pay period end date, etc. (this is done during Labor Release if there are Errors).	Centralized
<b><u>Step 2:</u></b> The all Chartfield records are selected, and then (by Validating system trees) summarized and errors are recapped and placed on report.	Centralized
<b><u>Step 3:</u></b> Send report to designated printer for hard copy printout and INFOPAC for storage.	Centralized
<b><u>Step 4:</u></b>	
<b><u>Step 5:</u></b> .	

### ***Forms Used with Process (#)***

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***Process Flow Diagram (if appropriate):***

Pending screen print.

Process Signoff

Tested By  
Date Tested